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Semester Dates 2014/15 (tentative)

Note that these dates apply to most **exchange** students. Degree-seeking students will receive specific information about their program.

Fall 2014 Semester	
Arrival & settling into residences	3 & 4 September
Meeting & Administrative Procedures Cross-Cultural seminar	5 September
French Language Intensive Session	6 September
Lectures (including exam session – depending on programs)	8 September - 23 December
Mid-term break	End of October
Winter/Spring 2015 Semester	
Arrival & settling into residence	Early January
Welcome Meeting	Following Arrival Days
Administrative Procedures (Bank, bus pass, insurance)	Following the Welcome Meeting
French Language Intensive Session	Early January
Lectures (including exam session)	5 January - 13 June
Winter break	February
Bank holidays (school closed)	6 April (Easter Monday) 1 May (Labour Day) 8 May (VE Day) 14 May (Ascension) 25 May (Pentecost)

Deadlines

Fall 2014 Semester	
Nominations (by e-mail from home university to Karolina Burka or Elisabeth Neu)	18 April
On-line Registration	16 - 26 May
On-line Housing Application	2 – 10 June
On-line Course Selection	End of August
Winter/Spring 2015 Semester	
Nominations (by e-mail from home university to Karolina Burka or Elisabeth Neu)	October 14
On-line Registration	Early November
On-line Housing Application	Mid November
On-line Course Selection	Early December

Programmes and Learning expectations (information valid for exchange students)

Whatever the type of agreement which exists between Rouen Business School and the partner institution, students have access to all courses offered by the Bachelor of Science in International Business (BScIB-IFI), the Bachelor in Business Administration (BBA-ISPP) or the Grande Ecole undergraduate and graduate programs in Business Administration (MGE), with a choice of courses taught either in French or in English. A student can have a full program (= 30 ECTS credits per semester) in either French or English, or a mix, depending on the home university requirements.

No course is obligatory although it is strongly recommended that students take French language and/or French civilization classes during their stay to make the most of their period in France. The course offer is detailed in the Course Catalogue for each semester.

Language requirements: It is recommended that students who wish to attend classes taught in French have a CEFR score of B2 minimum or TEF score of at least 500, and an IELTS score of 6 for classes taught in English.

Class Format	Lectures, tutorials, case studies, extensive group work, numerous oral presentations, papers and projects
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Attendance	Compulsory; a mark for participation is general for all classes
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Participation	Part of student's final grade
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Examinations are designed to evaluate whether a student has assimilated knowledge imparted to him/her during the semester and whether he/ she is capable of putting it into practice.

Grading

Students are examined in almost all classes at the end of each term. Some classes are assessed, in addition to the final examination, by continual assessment which can take various forms (participation, small project/ paper, quiz, mid-term examination). Field projects are assessed by written report sometimes accompanied by an oral exam. Failure in a given course at the end of a term does not necessarily prevent a student from continuing in the course in the following semester. There are no re-sits for any examinations.

All courses are graded on a scale of 0 to 20. The minimum pass mark is 10/20.

Home universities receive International Student transcripts under the ECTS grading standard. Responsibility for the translation of these grades into the local grading system rests with the student's Home Institution.

Class Size

Average class size is 30.

Course Load

International students generally take 5 to 6 courses equaling 30 ECTS credits per semester.

Course Choices

All courses are open to international exchange students and the scheduling of the course selection period is done so that all courses are available to them. Students should register on-line. At the beginning of each semester, there is an add-drop period. Students must then make their final course selection. It is their responsibility to have their selection approved by their home school.

Examinations

Required for all courses. Generally 50 % of final mark for the course. Format of exam varies from course to course.

Practical Information

The International Office can book accommodation on campus for students, but cannot guarantee availability (first come, first served) :

On campus : Room (9m²) or studio (around 18 m²) : 250 to 400 € per month.

Note that all accommodation booked through NEOMA BS must be confirmed by payment of the total amount due for the semester (rents + fees), which depends on the type of housing.

Homestay : A great opportunity to share the daily life of a real family. A good way to improve your French level and to discover the French culture. Cost: 500-600 € per month.

Other options (private residences, sharing with French students) also exist. Information will be sent by the International Office. Prices: around 500 € per month.

Housing

Renting an apartment in Rouen is also an option, the cost of which varies from 400 € upwards (those who share will obviously pay less). Students wishing to rent an apartment, however, are responsible for finding it themselves but have access to our on-line list of offers. They may have to provide details of a guarantor living in France or in Europe. Students wishing to look for off campus accommodation are advised to arrive early.

Students may be eligible for a housing allowance ('CAF') which covers about 30 % of the rent. Are eligible:

- EU residents
- Non-European students who get a long stay visa D with the mention : CESEDA (with OFII application)

Information about how to apply will be provided after arrival. Students will have to provide a birth certificate translated into French. *Students who get a short time visa with the mention: "Dispense de titre de séjour" are unfortunately not allowed to apply.*

Students can eat at the on-campus cafeteria or at the university restaurants in the morning and at lunchtime for approximately 4 €.

Students should expect to spend around 750 € per month for living expenses (housing included).

Living Costs

Students should open a bank account at a local bank when they arrive. The International Office will provide information.

Students under the age of 26 get a 50% reduction on public transport.

Euros can be drawn from Cash Machines with an International Visa card or Mastercard.

Students MUST have health insurance coverage to stay in France.

European Union citizens should obtain the European Health Insurance Card from their home social security office to cover medical expenses.

After arrival on campus, non-EU students staying more than 3 months will have to subscribe to the National French Student Social Security Scheme for a fee of 211 € (2013/14 fee). They will need to provide a birth certificate translated into French issued less than 3 months before the arrival date.

Note that the French Social Security will reimburse only a percentage of the medical/ hospital costs ranging from 35% to 70%.

It is therefore advisable to take out additional personal health insurance coverage. This complementary insurance (called a *mutuelle*) can be bought in France from €105 upwards. This *mutuelle* also includes the third party cover.

Insurance

They will also need a private insurance policy covering health care, repatriation, etc. A copy of this health insurance policy should be sent along with the application form.

Other Insurance Coverage :

In addition, all students are required to have **repatriation and third party cover** (for physical damage caused to others). This latter insurance will be included in an insurance taken out by your parents or in the housing insurance that the student will have to buy on arrival.

We strongly recommend that students take out travel insurance for the full duration of their trip, not just airport to airport. The school cannot accept liability for lost luggage when a student is in transit between the airport and the school.

Finally, any accommodation in France must be covered by a **Housing insurance**. This can be included in the rent, or not (more information is given with the Housing offer). The cost is from 30 € upwards.

Students should check the necessity of a visa with the local French consulate and be aware that the process may be lengthy. It is advisable to make enquiries well in advance. No student will be accepted without a student visa (if they are required to have one).

Visa requirements

The majority of non-EU students receive a student visa valid for the duration of their stay in France (as indicated on the acceptance letter). On arrival at NEOMA BS, students should give their coordinator a copy of their passport, visa and the OFII form they may receive from the French consulate together with their visa. Depending on the type of visa, a medical examination is mandatory and arranged by the NEOMA BS International Office (cost for 2012 : € 58)

The International team is looking forward to meeting you soon and wish you all the best for the preparations of your trip!